

**ONE STOP OPERATOR/FISCAL AGENT ISSUANCE 2004-7, [Mod. 1](#)**

**DATE:** [September 7, 2005](#)  
**TO:** FEC Staff  
**FROM:** Clyde McQueen, President/CEO  
**SUBJECT:** Classroom Occupational Skill Training; On-the-Job Training,  
Internships, and Work Experience for Youth  
**EFFECTIVE DATE:** [September 1, 2005](#)

**Deleted:** January 16, 2002

**BACKGROUND:** This issuance is based on the Workforce Investment Act, the final WIA Regulations issued August 11, 2000, and FEC policy.

**ACTION:** FEC staff and contractors should add this issuance to their Policy and Procedures Manuals. *This modification indicates the scores required on the WorkKeys Test and deletes the TABE test.*

**QUESTIONS:** If you have any questions, please contact Richard Salazar, ext. 285, or Peggy Martinez, ext. 239.

*The chart below provides an overview of the allowable amounts and time periods for the various program activities.*

| Program Activity    | Amount                                | Time Period                                  |
|---------------------|---------------------------------------|--|
| Classroom Training  | \$4,000                               | May exceed 12 months with President          |
|                     | \$6,000 w/President/Designee approval | and designee approval                        |
| On-the-Job Training | \$4,000                               | Minimum 4 weeks or 160 hrs;                  |
|                     |                                       | Average time period is 6 weeks or 240 hrs;   |
|                     |                                       | Maximum time period is 12 weeks or 480 hrs   |
| Internships         | \$4,000                               | Minimum 4 weeks or 160 hrs;                  |
|                     |                                       | Average time period is 8 weeks or 320 hours; |
|                     |                                       | Maximum time period is 12 weeks or 480 hrs   |

## **I. CLASSROOM OCCUPATIONAL SKILL TRAINING**

**YOUTH:** Classroom occupational skill training may be provided to out-of-school youth ages 16 through 21, or in-school youth who graduate from high school prior to the end of the school year.

**1. Recommendation of Clients for Occupational Skill Training:** Prior to receipt of occupational skill training, clients must have already attended orientation; completed the FA eligibility session; registered in Missouri Works; and completed an [Individual Employment Plan \(IEP\)](#). **The Enrollment Committee must approve the enrollment of the client prior to the client starting classroom occupational skill training.**

*Classroom Occupational Skill Training* must be **full time** (as defined by the school); **DESE approved**; and must lead to a **certificate** (credential). *The length of the Classroom Occupational Skill Training may exceed 12 months if the training is in a demand occupation as identified by the Missouri Economic Research and Information Center (MERIC) and is approved by the President/CEO or his designee.*

**2. Tests and Forms:** Applicants will be required to complete the following forms and tests:

- [Individual Employment Plan \(IEP\)](#)
- **WorkKeys Test:** Clients must score the following minimum levels on the WorkKeys test in order to be considered for classroom training. Higher scores on the WorkKeys may be required based on the occupations selected by the clients.

**Minimum Scores:** Clients without a HS diploma or GED certificate must **score a level 4 on the reading and math tests AND enroll in ABE/GED training concurrent with their enrollment in classroom training OR have a HS diploma or GED AND pass the WorkKeys Test at a level 3 in reading and math.**

**3. Contractors** may refer clients via the #175 Referral Form to FEC for classroom occupational skill training. *The Cass County Contractor* may recommend clients for training services by following the procedures as outlined in this issuance.

**4. Approved Training Providers:** The Career Development Executive (CDE) will provide an orientation to the client on the requirements for participation in classroom occupational skill training. The web site for approved training providers – [www.greathires.org/mech](http://www.greathires.org/mech) – should be shared with the client as well as the labor market information regarding occupational demand so that the client can research eligible training providers and make an informed choice. *(Please refer to related issuances: Issuance 2000-10, Individual Training Accounts and Issuance 2000-17, Eligible Training Providers).*

**5. Forms.** Upon approval of the training by the Manager, the CDE will prepare a Classroom Occupational Skill Training Enrollment Packet comprised of the following documents, so that it can be submitted to Fiscal Department at least five (5) days prior to the training start date to verify the availability of funding:

***Enrollment Forms (CDE)***

- Support Services Request (if applicable)
- Transition to Placement Form

***Classroom Skill Training Forms***

- DESE 6/6A
- B-Form

***Obligation/Fiscal Forms***

- Obligation/Deobligation Form (*CDE completes*)

**6. Monitoring Client Progress:** The CDE is responsible for monitoring the client's progress and attendance during classroom training and will contact the student at home and the instructor each week, and visit the client on-site, as needed. Additionally, the CDE will maintain the monthly attendance sheets as prepared by the training institution.

**7. Transition to Placement:** The assigned Workforce Development Executive (WDE) will receive the ***Transition to Placement Form*** from the CDE along with the projected classroom completion dates approximately **30 days** prior to the client's completion of classroom training. Upon completion of classroom training, the client will start job search activities with the assistance of the Career Placement Specialist or WDE.

**8. Maximum Dollar Amount:** The ***maximum*** dollar amount to be paid from WIA for classroom occupational skill training is **\$4,000**. **This amount is subject to budget availability, is NOT an entitlement, and will vary dependent upon training area. This amount may be increased up to \$6,000 by obtaining the written approval of the President/CEO or his designee. The request for approval to exceed the maximum training amount shall include a statement as to the need for additional funding.**

**9. PELL Grant:** Clients recommended for enrollment in classroom occupational skill training must first apply for a PELL grant or other types of financial aid. Upon receipt of the PELL grant, grant funds will first be applied to the tuition. ***Receipt of PELL grant funds should be noted in the Comment Section of the DESE-6.***

**10. Support Services:** Clients attending classroom occupational skill training are NOT eligible to receive support services, but may receive ***needs based payments*** based on need. Please refer to the latest support services issuance, 2001-09. ***CONTRACTORS*** shall access support services for their clients through FEC.

## II. ON-THE-JOB TRAINING (OJT)

**YOUTH:** On-the-job training may be provided only to out-of-school youth ages 16 through 21, or in-school youth who graduate from high school prior to the end of the school year.

1. **Recommendation of Youth for On-the-Job Training:** Prior to receipt of on-the-job training, clients must have already attended orientation; completed the FA eligibility session; registered in Missouri Works; and completed an [IEP](#). The Enrollment Committee must approve the enrollment of the client prior to the client starting on-the-job training.

2. **Contractors** may refer clients via the #175 Referral Form to FEC for on-the-job training. **The Cass County Contractor** may recommend clients for on-the-job training by following the procedures as outlined in this issuance.

3. **Training Overview and Documentation of Need:** The WDE will provide the client a general orientation including a description of the requirements for participation in OJT. The CDE will review the [IEP](#) with the client and document the need for on-the-job training, and indicate that the client has a reasonable expectation of completing the OJT. Clients recommended for on-the-job training, should have a minimum of 6 months consecutive work experience.

4. **Forms:** OJT forms include the following:

### ***Enrollment Forms (CDE)***

- Support Services Request (if applicable)
- Transition to Placement Form

### ***OJT Forms (WDE)***

- Memorandum of Agreement
- Employment and Training Strategy
- Debarment Disclosure Form
- Employer Profile
- Job Order Form

### ***Obligation/Fiscal Forms***

- Obligation/Deobligation Form (*CDE*)
- Worksite Monitoring Report (to be completed by the WDE every 2 weeks throughout the training period). The WDE should share the results of the monitoring with the CDE.
- Verification of Employment Form (*WDE*)

5. **Training Plan and Forms:** The assigned WDE will receive the ***Transition to Placement Form*** from the CDE. The Transition to Placement Forms are to be completed by the CDE after the CDE recommends the client for OJT.

The client will meet weekly with the Career Placement Specialist or WDE to obtain on-the-job training leads. Once an OJT position is identified, the WDE will complete the **Training Plan Package** which includes the routing slip; 3 original training plans signed by the employer and the client; memorandum to

the file; [Registration in Toolbox](#); [Printout from Toolbox showing Program Activities](#); and the Obligation/Deobligation Approval form.

The WDE should submit the Training Plan Package to the Manager no later than **5 days prior to the OJT start date**. The manager will forward the package to the VP for approval who will submit the package to the President/CEO for signature. The President's secretary will route the Training Plan Package to the unit secretary for assignment of a MOA number for the training plan, and enter the training plan into the MOA data base. The unit secretary will mail the original training plan to the employer; file one training plan in the unit's files; and the third original is maintained by Fiscal.

Upon completion of OJT training, the original Training Plan will be signed by the client and the employer. The WDE will submit a copy of the signed Training Plan along with the OJT reimbursement paperwork to the Manager for approval who will submit same to the Vice President for approval and submission to Fiscal for payment.

6. **WDE Responsibilities:** The WDE will develop a *Memorandum of Agreement* (3 original copies) with the employer which lays out the responsibilities of the FEC and the employer and which is a non-binding contract with the employer. The WDE completes the following forms:

- *Employment and Training Strategy:* details the employer's employment and training needs and strategies for meeting those needs.
- *Debarment Disclosure Form:* indicates that the employer has not been debarred from participation by any Federal department or agency.
- *Employer Profile:* provides a description of the employer and employment opportunities.

A *Job Order Form* is to be completed by the employer for each job to be filled. During training, the WDE will complete bi-monthly *OJT Worksite Monitoring Reports*, and submit same to the CDE for the client's file.

7. **Toolbox:** The CDE will enter the client in the OJT activity in Toolbox after the client completes the first day of OJT employment.

8. **Maximum Dollar Amount and Minimum and Maximum Time Periods:** The **maximum** dollar amount to be paid from WIA for on-the-job training is \$4,000. This amount is subject to budget availability, is NOT an entitlement, and will vary dependent upon training area. This amount may be increased up to \$6,000 by obtaining the written approval of the President/CEO or his designee. The request for approval to exceed the maximum training amount shall include a statement as to the need for additional funding.

**Time Periods:** The minimum time period is 4 weeks or 160 hours; the average time period is 6 weeks or 240 hours; and the maximum time period is 12 weeks or 480 hours; however, the length of the OJT may vary based on three factors: the difficulty of the job, previous work experience, and the client's education. Variance from the normal time periods require the approval of the President/CEO or his designee.

9. **OJT Reimbursement Process and Extension Policy:** After an OJT client completes training, which is the total number of hours outlined on the training plan plus 2 weeks of retention for youth, the employer may

be eligible for the wage reimbursement amount obligated on the training plan. *The amount obligated for OJT shall not exceed \$4,000 (Exception: \$6,000 with President/CEO or designee approval).*

The original reimbursement packet is to be submitted to Fiscal, and a copy maintained by the WDE. The **reimbursement package** must contain the following information:

- Reimbursement coversheet
- Actual Cost Reimbursement sheet
- Signed training plan that documents the client acquired the skills outlined in the training plan
- Worksite Monitoring Report (to be completed by the WDE every 2 weeks throughout the training period). The WDE should share the results of the monitoring with the CDE.
- Completed and signed OJT invoices which indicate the actual hours worked to verify that all training hours have been completed along with the retention period.
- Payroll documentation reflecting gross and net wages.

**Issuance 99-7, Change 1**, provides a detailed outline of FEC's OJT Reimbursement Policy and OJT Contract Extension Procedures.

**10. Support Services:** Clients who attend on-the-job training may be eligible for support services such as work-related clothing, tools and equipment, child care/family care, and transportation for up to 30 days during the client's first month of employment. Issuances 2001-09 provides additional information on support services, needs based payments, and payments for goal attainment. Support services provided will be based upon the needs of the client, and must be documented in the EPS.

**Contractors:** Contractors shall access support services for their clients through FEC.

### III. INTERNSHIPS

**YOUTH:** Internships/work experience is available to in-school youth who are juniors and seniors in high school and to out-of-school youth ages 16 through 21.

**1. Recommendation of Youth for Internships/Work Experience:** Prior to receipt of internship/work experience, clients must have already attended orientation; completed the FA eligibility session; registered in Missouri Works; and completed an IEP. The CDE is responsible for providing the youth an orientation to internships/work experience and will document that the youth has a reasonable expectation of completing the internship/work experience. **The Enrollment Committee must approve the enrollment of the client prior to the client starting classroom occupational skill training.**

**2. Contractor Referral of Clients for Internships:** Contractors may refer clients via the #175 Referral Form to FEC for internships. *The Cass County Contractor* should develop internships directly for their clients rather than referring the clients to the Full Employment Council, but must follow the procedures as outlined in this issuance.

**3. Internships and Work Experience:** *Internships* must be with private, public and/or not-for-profit companies, and should include a *commitment from the employer to hire* the client at the end of the training, whereas, *work experience* may be with private, public and/or not for profit companies and may or may not include a commitment to hire.

*Internships* are recommended for clients who usually have limited work experience (*less than 6 months in the occupational field*) and/or have just completed classroom occupational skill training and are in need of additional training. Clients completing internships shall receive a credential. Internships developed for dislocated workers shall be in an occupational field other than their dislocation occupation.

*Work experience* is a means of providing basic work experience to those clients with less than 6 months of work history within the last 12 months. Work experience is a short-term training designed for clients to explore career opportunities to determine a career path. Clients completing work experience shall receive a credential.

**Hours:** The average number of hours for an internship is **320 hours**; the minimum hours for an internship is **160**; and the maximum number of hours is **480**. Variance from the normal time periods require the approval of the President/CEO or his designee. *Weekly hours may not exceed 40 hours, since clients will not be paid for overtime.* The internship hours and wage rate should be negotiated with the employer based on the needs of the client; the client's education, training, and prior work experience; and the difficulty of the job. If a client works more than 6 hours per day, the client must take a minimum of a half hour *unpaid* lunch break.

**Part-time Work experience:** *Clients who are concurrently working on their GED, may be placed in part-time internship with the approval of their case manager and manager.*

4. **Wages:** The following wage schedule will be followed:

- Youth ages 14 and 15           \$5.15/hour
- Youth ages 16 and 17           \$6.15/hour
- Youth ages 18 – 21           \$7.00/hour

**Exception:** During the Summer Jobs to Careers Program, the length of the work experience averages 160 to 200 hours and youth are paid the minimum wage, unless approved by the President/CEO or his designee.

5. **Forms:** Internship forms include the following:

***Enrollment Forms (CDE)***

- Support Services Request (if applicable)
- I-9 and documentation
- B-Form
- Medical Information Form
- W-4 Forms (Missouri and Federal)

***Internship/Work Experience Forms (WDE)***

- Training Plan (3 original copies)
- Internship Agreement/Work Experience Agreement (3 original copies)

***Obligation/Fiscal Forms***

- Obligation/Deobligation Approval Form (CDE)
- Worksite Monitoring Report (to be completed by the WDE every 2 weeks during the internship). The WDE should share the results of the monitoring with the CDE.

6. **Maximum Dollar Amount:** The maximum dollar amount to be paid from WIA for internships is \$4,000. This amount is subject to budget availability, is NOT an entitlement, and will vary dependent upon the training area. This amount may be increased up to \$6,000 by obtaining the written approval of the President/CEO or his designee. The request for approval to exceed the maximum training amount shall include a statement as to the need for additional funding.

7. **Support Services:** Clients participating in internships or work experience may be eligible for support services such as work-related clothing, tools, and equipment, child care/family care, and transportation for up to 30 days during the client's first month of employment. Issuances 2001-09 provides additional information on support services, needs based payments, and payments for goal attainment. Support services provided will be based upon the needs of the client, and must be documented in the [IEP](#).

**Contractors** shall access support services for their clients through FEC.